

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
May 19, 2020
MINUTES

Location: Meeting Conducted via Remote Participation

Call to Order

Chair Amy Hampe called the meeting to order at 7:18 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, Stephen Quinlan, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director. Ms Hampe shared open meeting law information as it pertains to remote meetings.

Community Time

No members of the community spoke.

Approval of March 10 Meeting Minutes (vote)

Ms. Fennelly moved to approve the minutes Mr. Delmonlino seconded the motion. Under guidance from the Attorney General's office, the Board held a roll call vote. Ms Calvin voted aye, Mr. Gates voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms Radochia voted aye. The Board approved the minutes. No meeting was held in April, 2020.

Appointment of Nominating Committee (vote)

The Board discussed the appointment of the nominating committee. Ms. Hampe invited comments from Ms. Nicolay and asked her to send a reminder to Board members on the Board roles. Ms. Hampe moved to nominate Ms. Radochia and Ms. Fennelly to serve as the Nominating committee. Ms. Delmolino seconded the motion. The Board held a roll call vote. Ms Calvin voted aye, Ms. Fennelly voted aye, Mr. Gates voted aye, Mr. Quinlan voted aye, Ms Radochia voted aye. The Board approved the Appointment of the Nominating Committee.

Russell Fund Expense Report and Summer 2020 Funding (vote)

The Board discussed the Russell Fund Report Expense Report and the Summer 2020 Funding request. The Russell Fund budget will not be fully expended or FY20. Ms. Nicolay will share detailed information in the Russell Fund report to Gordon Russell. Ms. Nicolay thanked Mora Rothenberg for her work to recreate the popular Russell Fund programs for the summer. Mr. Delmolino moved to approve the Summer 2020 Funding request. Ms. Fennelly seconded the motion. The Board held a roll call vote. Ms Calvin voted aye, Mr. Gates voted aye, Ms. Hampe

voted aye, Mr. Quinlan voted aye, Ms Radochia voted aye. The Board approved the Russell Fund Summer 2020 request.

Trust Funds Expense Report

The Board discussed the Trust Funds Expense Report. Ms. Nicolay suggests redirecting general trust funds assigned to the strategic fund consultant to support a town wide mailing featuring Summer Reading programs. Some funds can be used to support materials to support our resumption of services plan. The Board discussed the market impact on the Trust Funds and discussed the use of funds and gifts moving forward. Ms. Hampe asked for an update from Ms. Marshall on thoughts and guidance on Trustees management funds facing this period. Mr. Gates reported that the Trustee Commission met and is putting out an RFP for a new trust management firm.

Review Proposed Amended Trustee Bylaws

The Board discussed the Amended Trustee Bylaws and discussed provisions for extraordinary circumstances. The Board will vote on the Proposed Amended Trustee Bylaws at the next meeting.

Director's Report

The Board discussed the Director's Report. Ms. Nicolay thanked staff for all of their work. Ms. Nicolay is meeting with staff, sending a daily update to all staff and pages, and building a meeting schedule. The Board discussed Ms. Nicolay's appearance on ACMi and new services including hoopla and Acorn TV. The Library continues to provide support for reference via phone and email service, e-cards. Inside the building changes include the completion of the cabling project and a facelift for the Teen area. Ms Nicolay is scheduled to appear before the Historical Commission and discuss the repointing project. The board discussed e-resource circulation.

Draft Strategy for Reopening Arlington's Libraries

Ms. Nicolay shared the Draft Strategy for Reopening Arlington's Libraries. Phases for the reopening plan are all based on a public health context. This plan was drafted before Governor Baker announced the Commonwealth Phased Plan. Ms. Nicolay has shared the plan with Town officials. The Board discussed the phases of the Draft Strategy. Ms. Hampe thanked Ms. Nicolay for the current draft plan and acknowledges the plan is a changing document and will be revised as more information comes to light.

Foundation Liaison Update

Ms. Calvin shared the Foundation Liaison update. The Foundation has done well with the

annual appeal and held their first remote Board meeting. The AFL annual report is almost done.

Friends Liaison Updates

Ms. Radochia reported that Friends of Robbins Library met online. The Friends Board discussed landscaping and programs. There is no current word on Town Day. The Board received no notification of a Friends of Fox meeting.

Communications and Announcements

Ms. Nicolay shared that the library has received many kind notes from patrons for continued support of the community during this time.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting

The date of the next meeting is June 23, 2020. The Board will also meet on July 14.

Adjournment (vote needed)

Ms. Fennelly moved to adjourn. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Delmolino voted aye, Mr. Gates voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye. The meeting adjourned at 8:55.

Materials Distributed:

- May 19, 2020 Meeting Agenda
- March 10, 2020 Meeting Minutes
- Russell Fund Report Expense Report and Summer 2020 Funding Request
- Trust Fund Expense Report
- Amended Bylaws of the Board of Trustees
- Draft Strategy for Reopening Arlington's Libraries
- Director's Report, May 2020 with March-April Circulation Report and Quarantine Snapshot